

THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION



INSTRUCTIONS: You may attach a résumé to this Employment Application in lieu of completing Sections 6 and 7 of this application, only. The résumé must contain all information requested in Sections 6 and 7. Use additional sheets of paper to provide further responses to any section below. Instructions for completing this application are available in Spanish.

1. P	POSITION VACANCY IN	FORMATION	
Position Title	Va	cancy Announcement #	
2	. PERSONAL DATA—P	lease Print	
Name Last:	First:		Middle:
Address Street:			Apt. # (if any):
City:	State:	Zip	Code: Ward:
Telephone (including area code): Home ()		Business ()	
Other names ever used So	ocial Security Number		Date of Birth
3. D.C. EM	PLOYMENT HISTORY	AND AVAILABILITY	Y .
a. Are you now or were you ever employed by the Distriction Currently employed by D.C. government	et of Columbia government? — Previously employed by D.	C. government	☐ Never employed by D.C. government
b. Mark below each type of current or previous D.C. gove	ernment appointment with an "X eer	• •	
c. List highest grade, classification series and step attained	l: Grade Series	Step	
When can you start work?	Lowest pa	y or grade you will accept	
4. MILITAR	RY SERVICE AND VETE	RANS PREFERENC	E
Veterans preference is granted by law to disabled veterans, conditions, to the spouses, widows(ers), or mothers of dece		e duty in certain time perio	ds or military operations, and, under certain
Have you served on active duty in the United States Armed (Answer "NO" if your only active duty was for training, in			
Did you or will you retire at or above the rank of major or (If "YES," you are not eligible for veterans preference unle			
From [//] To [//] [/ /] [r of Separation Cam	paign or Expeditionary Medals received
PREFERENCE CLAIMED (Please check one. You must	show proof when hired.):	5-Point Preference	☐ 10-Point Preference
	5. RESIDENCY PREFE	RENCE	
Are you claiming a residency preference for the position in Employment form, DC-2000RP.)		sidency preference, attach th	he Residency Preference for Career Service
6. LANGUAGE	E CAPABILITIES, EDUC	ATION AND TRAIN	ING
a. List the languages you: Speak			
Read	Write		
b. Did you graduate from high school? (Answer "YES" if 9 months.)	you have a GED high school equ	uivalency or if you will grad	duate from high school within the next
c. Indicate highest degree(s) obtained (e.g., A.A., B.S.):			!
Name and Address of College or University			Zip Code
Major	Minor	***************************************	
Major Semester Credit Hrs OR Major Qu			
d. Use additional sheets of paper to list relevant training, li		rage). Include schools atter	nded, addresses, certificates or degrees

	7. WOR	K EXPERIENCE—	If you have no work experien	ce, write "NONE."	
LIST PAID OR UNITHE VACANCY AN	PAID WORK EXPERIENCE FINOUNCEMENT MUST BE A	RELEVANT TO THE POSITI TTACHED TO THIS APPLIC	ON FOR WHICH YOU ARE APPLYING. CATION. USE ADDITIONAL SHEETS T	RESPONSES TO ANY RANKING FACTOR LIST OTHER WORK EXPERIENCE.	ORS INCLUDED IN
		PRESENT O	R MOST RELEVANT POSITION:		
Employer's Name		Dates of Employment (Month/Year)	Annual Salary Starting \$	Average Hours Per Week:	
Address			From To	Final \$	To wook.
Telephone ()	Name and Title of	Supervisor		
Reason for Leavin	ng			No. of Employees Supervis	sed
If District or Fede	eral Employment, List Seri	es, Grade or Rank & Da	te of Last Promotion		
Job Title and Dut	ies, Responsibilities and A	ccomplishments			
				<u>, , , , , , , , , , , , , , , , , , , </u>	
8. BA	ACKGROUND INFO	RMATION—You mu	ist answer each question in this sec	tion before we can process your appl	ication.
	Pi	ace an "X" in the prope	r column for each question below.		YES NO
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if finally deci State law; 4) of each event	ded in juvenile court or und any conviction whose recou t you list. In most cases,	der a youth offender law; and was expunged under few you can still be considered	 any conviction set aside under the F deral, State, or local law. We will cond d for District jobs. 	v committed before your 18th birthday, ederal Youth Corrections Act or similar sider the date, facts, and circumstances	r
			ited collateral for any felony; or 2) c	onvicted by a court-	
A felony is def	fined as any violation of la	w punishable by imprisor	ment of longer than one year, except nment of two years or less.	for a violation called a misdemeanor	
	SWERED "YES" TO "a,) place of violation; 4) cou			For each violation, write the 1) date;	
sister; uncle; d	unt; first cousin; niece; no	phew; father-in-law; mot	nment? Include: father; mother; hus her-in-law; son-in-law; daughter-in-la rother; stepsister; half brother; and h	aw; brother-in-law;	
	a separate sheet of paper, government in which the p		elatives, their: 1) name; 2) relationsh	tip to you; and 3) agency of the Distric	
c. Do you receiv	e or have you ever applied itary service?	for retirement pay, pens	ion, or other pay based on District of	Columbia government or federal	
	the District of Columbia go red to submit evidence of i			en of the United States. If selected, you	
	9. SIGN	ATURE, CERTIFIC	CATION, AND RELEASE O	FINFORMATION	
may be grounds false statement or understand that a for District of Co personnel staffing of my statements	on THIS APPLICATION for not hiring me, or for a this form or materials sure any information I give may olumbia government employers pecialists, and other auter are true, correct, and com	Read the following car firing me after I begin bmitted with this form is be investigated as allow- byment by employers, so, horized employees of the plete.	efully before you sign. I understand work (D.C. Code § 1-617.1(d)(1) et punishable by criminal penalties pured by law or Mayoral order. I conse thools, law enforcement agencies, an	I that a false statement on any part of seq. (1991 Repl.)). I understand the remain to D.C. Code § 22-2514 et sequent to the release of information regarded other individuals and organizations certify that, to the best of my knowled DATE SIGNED (Month, Day, Year)	at the making of a . (1991 Repl.). ding my suitability, to investigators
SIGNATURE (Si	<mark>gn each application or eac</mark>	n copy in ink):		DATE SIGNED (Month, Day, Year)	

DC-2000UC—Update and Continuation Sheet for Work Experience on DC-2000					
THE DC-2000UC MAY BE USED BY AS A CONTINUATION SHEET FOR LIST	D.C. GOVERNMENT EMPLOYEITING WORK EXPERIENCE.	ES TO UPDATE THEIR EMPLOYM	ENT APPLICATIONS OR IT MAY BE USE	D BY ANY APPLICANT	
	 Attach all DC 2 Use 	2000UCs to your application for establishment additional sheets if necessary.	employment.		
Name (Last, First, Middle)			Social Security Number		
Job Title & Announcement Number	for Which You Are Applying		Date Application Complete	ed	
ADDITIONAL WORK EXPERIEN	ICE				
Employer's Name		Dates of Employment	Annual Salary	Average	
Address		(Month/Year)	Starting \$	Hours Per Week:	
		From To	Final \$		
Telephone ()	Name and Title o	f Supervisor			
Reason for Leaving			No. of Employees Sup	ervised	
If District or Federal Employment, I	List Series, Grade or Rank & D	Pate of Last Promotion			
Job Title and Duties, Responsibilities	s and Accomplishments				
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	RK EXPERIENCE					ı
Employer's Name	·		Dates of Employment		Annual Salary	Average
Address		(Month/Year)	Starting	·	Hours Per Week:	
		From To	Final	\$		
				Final	*	
)	Name and Title of	Supervisor		No. of Employees Supervise	.d
Reason for Leaving	I Employment, List Series,	Grada or Book & Do	te of Lest Promotion		140. Of Employees Supervise	N .
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	ORK EXPERIENCE			 		
Employer's Name			Dates of Employment (Month/Year)		Annual Salary	Average Hours
Address			·	Starting	g \$	Per Week:
			From To	Final	\$	
Telephone ()	Name and Title of	Supervisor			
Reason for Leaving No. of Employees Supervised						
Reason for Leaving					No. of Employees Supervis	sd .
		Grade or Rank & Da	te of Last Promotion		No. of Employees Supervis	×d
If District or Federa			te of Last Promotion		No. of Employees Supervis	sd
If District or Federa	d Employment, List Series,		te of Last Promotion		No. of Employees Supervis	ed .
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If District or Federa	d Employment, List Series,		te of Last Promotion		No. of Employees Supervis	od .